

INTRODUCTORY FLIGHT TRAINING

INFORMATION PACKAGE
VERSION V



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

26 Jun 02

MEMORANDUM FOR SUPERVISOR OF **ACTIVE DUTY/ANG/AFRC** INTRODUCTORY FLIGHT
TRAINING (IFT) STUDENT

FROM: HQ AFROTC/DO
551 East Maxwell Blvd
Maxwell AFB AL 36112-6106

SUBJECT: Introductory Flight Training (IFT) Course for Air Force **Active Duty/ANG/AFRC** Personnel
(Version V)

1. **PURPOSE:** IFT is a screening program. The purpose of IFT is to increase the success rate of officers entering Specialized Undergraduate Pilot Training (SUPT). Pilot candidates will receive ground school and up to 50 consecutive hours (no more) of flying time from a flight instruction program operating in accordance with Federal Aviation Regulation (FAR) Part 61 or Part 141. An aero club or local flight school will provide the flight instruction program. The provider must use Federal Aviation Administration (FAA) certified flight instructors (CFI) and follow a syllabus which leads to a private pilot certificate (PPC). ***Simulators or complex, expensive aircraft are neither necessary nor authorized to accomplish this purpose.***

2. **FOR ACTIVE DUTY/ANG/AFRC, IFT IS THE PRIMARY RESPONSIBILITY:** Participation in IFT is now your subordinate's primary responsibility. Please review and discuss the IFT information package with the student. If you cannot solve any concerns, contact HQ AFROTC/DOXI at DSN 493-6073/6468; toll free at 1 (800) 522-0033 Ext. 6073/6468 or at commercial (334) 953-6073/6468.

3. **OUTSIDE FLYING: FOR CADETS,** all outside flying is prohibited except for military orientation flights. **IFT cadets may not under any circumstances fly as passengers with other IFT students, cadets or active duty.** Cadets are specifically prohibited from flying as passengers with other IFT students because cadets have neither active duty medical coverage nor full flight school protection when they fly with passenger status. **FOR ACTIVE DUTY, students are allowed to fly orientation flights in military aircraft, but they must obtain their immediate supervisor's approval of the type and extent of their flying activities.** Contact HQ AFROTC/DOXI directly for requests for exception if the student's present **military duty requires** flights on military aircraft. Additional flying outside of the IFT program (solo or dual) is not authorized except on military orientation flights that you have personally approved. However, active duty students currently participating in IFT are now allowed to fly as passengers with other IFT students. Hours flown in the back seat as a passenger while another IFT student receives instruction do not count towards the 50-hour limitation.

4. **COURSE COMPLETION REQUIREMENTS:** The student **must solo at least once prior to attaining 25 hours**, and the student must successfully complete all requirements for a private pilot certificate prior to attaining the 50 hours. **Any student who flies more than 50 hours prior to receiving a HQ AETC waiver will lose their SUPT assignment and will be financially responsible for those hours.**

5. **TIME RESTRICTIONS:** Active Duty must complete all IFT course requirements within 90 consecutive days after receiving their PAN (Personal Authorization Number). **ANG/AFRC members have only 60 days to complete IFT!** Additionally, all students must complete all requirements 30 days prior to their SUPT start date. HQ AFROTC/DOXI will document course completion. To verify their completion status, students should call the IFT office two weeks after faxing in their signed E-logbook and PPC.

5. **APPROVAL:** Please assist the student in locating a suitable IFT provider and continue to monitor their progress throughout the course. Do not allow the student to enter into a contract with any provider. Do not allow the student to begin without a PAN. **Finally, do not allow the student to exceed the 50 hours without an approved waiver from HQ AETC even if the student agrees to pay for the hours independently. Exceeding the 50-hour time limit, regardless of who pays for the extra hours, risks loss of UPT slot!** Additionally, exercise caution not to act as a representative of either the student or the Air Force. **Do not enter into any agreements, verbal or otherwise. Do not direct the student to use any particular flight school.** The AFOATS Form 131 and the IFT Agreement Form, which the IFT provider must sign before the student can receive a PAN, provide the terms and conditions of service. Do not permit the student to incur **any** expenses **prior** to approval of all submitted paperwork to HQ AFROTC/DOXI. Only HQ AFROTC/DOXI can authorize purchases.

6. **SAFETY BRIEFING:** IFT participants must receive a safety briefing prior to beginning their IFT training. Document this safety training on AETC Form 410. This form can be found at <http://www.aetc.randolph.af.mil/im>. A sample of items to be covered in the safety briefing can be found on the IFT web page at <http://www.afoats.af.mil/ift>. A copy of the Form 410 must be included with the rest of the approval paperwork.

7. **20-HOUR REVIEW:** Once the student has received 20 hours of flight time, you **must** contact the student's certified flight instructor (CFI) to review and document the student's progress. Documentation of the student's progress should be E-mailed to IFT@maxwell.af.mil. E-mails do not need to be in any particular format but should specify that the student will solo in under 25 hours and will complete the PPC in under 50. If the student is having difficulties, the report should outline the problems along with the steps being taken by the CFI to correct noted weaknesses. Continue to closely monitor the student's progress.

8. Your assistance is crucial to the success of IFT. The IFT web page will be periodically updated as the program progresses and is the recommended source for information. The link to the IFT page is <http://www.afoats.af.mil/IFT>. If you have any questions or concerns, our E-mail address is IFT@maxwell.af.mil or please contact HQ AFROTC/DOXI at DSN 493-6073/6468, commercial (334) 953-6073/6468 or toll free at 1 (800) 522-0033 Ext. 6073/6468.

//SIGNED//

CHARLES B. SHERBURNE, JR., Colonel, USAF
Chief, Operations Division



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

26 Jun 02

MEMORANDUM FOR AFROTC DETACHMENT COMMANDER AND AFROTC IFT **CADET**
SUPERVISOR

FROM: HQ AFROTC/DO
551 East Maxwell Blvd.
Maxwell AFB AL 36112-6106

SUBJECT: Introductory Flight Training (IFT) Course for **CADETS** (Version V)

1. **PURPOSE:** The purpose of IFT is to increase the success rate of officers entering Specialized Undergraduate Pilot Training (SUPT). Pilot candidates will receive ground school and up to 50 consecutive hours (no more) of flying time from a flight instruction program operating in accordance with Federal Aviation Regulation (FAR) Part 61 or Part 141. An aero club or local flight school may provide the flight instruction program. The provider must use Federal Aviation Administration (FAA) certified flight instructors (CFI) and follow a syllabus which leads to a private pilot certificate (PPC). ***Simulators or complex, expensive aircraft are neither necessary nor authorized to accomplish this purpose.***

2. **FOR CADETS, IFT IS NOT THE PRIMARY RESPONSIBILITY:** IFT is secondary to graduating and getting commissioned. The cadets should finish IFT during the term they elect to participate, but they have 180 consecutive days from entrance into the program. HQ AFROTC/DOXI will document course completion. Please review and discuss the IFT information package with the student. If you cannot clear up any concerns, contact HQ AFROTC/DOXI at DSN 493-6073/6468, toll free at 1 (800) 522-0033 Ext. 6073/6468 or at commercial (334) 953-6073/6468. **Cadets who take or exceed 180 days often endanger their UPT slots by losing proficiency and thus requiring extra hours. While IFT does not take precedence over academics and ROTC duties, IFT requires a serious time commitment, and cadets who will be unable to invest the time are encouraged to wait until active duty. IFT works well for self-motivated and responsible cadets with minimal academic and extra-curricular obligations. We have had a serious problem with cadets losing their UPT slots due to excessive hour requirements, poor time management, and negligent supervision.**

3. **ACADEMIC COURSELOAD RESTRICTION:** All cadets participating in the IFT program will normally be limited to five academic courses (approximately 16 hours). Waiver authority on a case-by-case basis to six academic courses rests with the AFROTC/DO. Under no circumstances will academically at risk students participate in IFT during the school year.

4. **APPROVAL:** Please assist students in locating a suitable IFT provider. Do not allow the student to enter into a contract with any provider. Do not allow the student to begin without a PAN (personal authorization number). **Finally, do not allow the student to exceed the 50 hours without an approved waiver from HQ AETC even if the student agrees to pay for the hours independently. Exceeding the 50 hr time limit, regardless of who pays for the extra hours, risks loss of UPT slot!** Additionally, exercise caution not to act as a representative of either the student or the Air Force. **Do not enter into any agreements, verbal or otherwise. Do not direct the student to use any particular flight school.** The AFOATS Form 131 and the IFT Agreement Form, which the IFT provider must sign before the student can receive a PAN, provide the terms and conditions of service. If the cadet begins IFT during the summer between his/her Junior/Senior years, you or your designated representative must supervise the cadet. Again, do not permit the student to incur **any** expenses **prior** to approval of all submitted paperwork to HQ AFROTC/DOXI. Only HQ AFROTC/DOXI can authorize purchases.

5. **LIFE INSURANCE FOR CADETS IN IFT:** Cadets are not eligible for SGLI coverage. Life insurance coverage is an issue that should be carefully considered by the cadet prior to flight training. See page 7.

6. **SAFETY BRIEFING:** Cadets must receive a safety briefing prior to beginning their IFT training. Document this safety training on AETC Form 410. This form can be found at <http://www.aetc.randolph.af.mil/im>. A sample of items to be covered in the safety briefing can be found on the IFT web page at <http://www.afoats.af.mil/ift>. A copy of the Form 410 must be included with the rest of the approval paperwork.

7. **PMT ORDERS:** Cadets must be placed on Practical Military Training (PMT) orders by the detachment while participating in the IFT program. PMT orders must be included in the initial approval package. We cannot approve any purchases or flying until we receive a copy of the PMT order.

8. **OUTSIDE FLYING: FOR CADETS,** all outside flying is prohibited except for military orientation flights. **IFT cadets may not under any circumstances fly as passengers with other IFT students, cadets or active duty.** Cadets are specifically prohibited from flying as passengers with other IFT students because cadets have neither active duty medical coverage nor full flight school protection when they fly with passenger status.

9. **20 HOUR REVIEW:** Once the student has received 20 hours of flight time, you **must** contact the student's certified flight instructor (CFI) to review and document the student's progress. Documentation of the student's progress should be E-mailed to IFT@maxwell.af.mil. E-mails do not need to be in any particular format and should specify that the student will solo in under 25 hours and will complete the PPC in fewer than 50. If the student is having difficulties, the report should outline the problems along with the steps the CFI is taking to correct noted weaknesses. Continue to closely monitor the student's progress.

10. **COURSE COMPLETION REQUIREMENTS:** The student must solo at least once prior to attaining 25 hours, and the student must successfully complete all requirements for a private pilot certificate **prior** to attaining the 50 hours. **Any student that flies more than 50 hours prior to receiving a HQ AETC waiver risks losing their SUPT assignment and will be financially responsible for those hours. Also, the student is not complete until HQ ROTC/DO receives a faxed, signed copy of the E logbook and a faxed copy of the PPC.**

11. **NO IFT BETWEEN COMMISSIONING AND EAD:** Students may **NOT** fly in IFT during the period after commissioning and prior to entering active duty (EAD). If a cadet has not completed all IFT program requirements by the day of commissioning, IFT must be suspended until the start of active duty. If a cadet is unable to complete IFT prior to commissioning, notify HQ AFROTC/DOXI immediately and cease all flying activities until the student EADs and receives approval by HQ AFROTC/DOXI to resume training.

12. Your assistance is crucial to the success of IFT. The IFT web page is a good source of information. The link to the IFT web page is found at <http://www.afoats.af.mil/IFT>. If you have any questions or concerns, our email address is IFT@maxwell.af.mil or please contact HQ AFROTC/DOXI at DSN 493-6073/6468, commercial (334) 953-6073/6468 or toll free at 1 (800) 522-0033 Ext. 6073/6468.

//SIGNED//

CHARLES B. SHERBURNE, JR., Colonel, USAF
Chief, Operations Division

1) IFT PROGRAM Overview and Eligibility

Overview

The Introductory Flight Training (IFT) program was developed primarily to lower attrition rates at Specialized Undergraduate Pilot Training (SUPT). The program aims to introduce qualified SUPT candidates to the basics of aviation. SUPT candidates who do not have a PPC are exposed to the fundamentals of aviation through the attainment of their PPC. Second, the IFT program offers pilot candidates the opportunity to determine for themselves whether SUPT and a career as an Air Force pilot will be right for them. This decision should be a mutual assessment by the candidate, his/her supervisor, and his/her flight instructor as they explore the candidate's aptitudes, abilities, and desires in an aviation environment. For SUPT candidates who already hold a PPC (or higher), there is no additional requirement; they are considered IFT complete. The fixed-wing PPC is now a prerequisite for SUPT.

General Program Parameters

IFT aims to identify candidates without the appropriate skills and aptitude to succeed in aviation. Therefore, IFT imposes certain restrictions on the IFT student. **First, all candidates must attain their PPC within 50 consecutive hours. Second, all candidates must solo prior to flying 25 hours.** Students who cannot meet the solo and PPC time requirements must submit a waiver prior to exceeding the time requirements outlined above. In order to ensure that candidates remain focused and get the program completed expeditiously; active duty candidates have 90 consecutive days (180 days for AFROTC cadets) to complete the program. **ANG/AFRC have 60 days to complete IFT.** Further, all active duty supervisors must understand that IFT is a primary responsibility; students must be free to concentrate on learning to fly.

Eligibility

To be eligible for the IFT program you **must**:

1. Be a commissioned officer on active duty in the United States Air Force awaiting SUPT or be a senior AFROTC cadet who was categorized by the AFROTC Pilot Categorization Board. Air National Guard and Air Force Reserve SUPT candidates must contact their respective command representatives to determine eligibility.
2. Not have completed Enhanced Flight Screening in the T-3A Firefly.
3. Not be on medical/administrative hold, which will prevent you from attending SUPT.
4. Not already have a PPC or higher.

Enrollment Timeframe

All Active Duty, Air National Guard, and Air Force Reserve SUPT candidates must begin IFT once they are notified of their SUPT slot. Senior AFROTC cadets who have been categorized by the AFROTC Pilot Categorization Board may either participate as cadets after the completion of their junior year or wait until they enter active duty. Cadet participation in IFT requires the approval of the cadet's AFROTC detachment commander.

CADETS NEED TO READ AND UNDERSTAND THE FOLLOWING:

a) AFROTC Cadets – Who should do IFT?

All cadets will normally be limited to five academic courses (approximately 16 hours). Waiver authority on a case-by-case basis to six academic courses rests with the AFROTC/DO. Under no circumstances will academically “at risk” students participate in IFT during the school year. However, even students with fewer than 16 credit hours have had problems completing IFT. IFT works very well for self-motivated and responsible cadets with light course loads and limited extracurricular responsibilities. If cadets or their supervisors have any doubts about a student’s ability to complete IFT as a cadet, the cadet should wait until active duty to complete the program.

b) AFROTC Cadets-Life Insurance for Cadet IFT Students

Pursuant to Title 5, United States Code, Section 8140, ROTC cadets who suffer an injury, disability, or death in the line of duty are eligible for certain benefits under the Federal Employees Compensation Act. An injury, disability or death occurs “in the line of duty” when it is the proximate result of the performance of military training, or of travel to or from that training. You will be on Practical Military Training orders while attending Introductory Flight Training. As such, if you are injured, disabled or killed as a proximate result of the training, you will be eligible for medical care for the injury or disability sustained, transportation incident to the provision of the care, and funeral expenses.

Please note that those benefits do not include life insurance of any kind. Flight training, and flying in general, carries with it a risk of serious injury or death. It may be important to you or to your family members that you procure life insurance to protect your estate or pay for debts you have incurred in the course of your education in the unlikely event that you are killed during training. You are strongly encouraged to carefully consider whether or not you should procure life insurance and then do so if you consider it appropriate. You may want to get advice from a professional financial counselor not involved in insurance sales to evaluate your personal situation.

2) CHOOSING A FLIGHT SCHOOL/AERO CLUB

How to Select an IFT Provider

The first step to beginning IFT is to select an IFT provider. Find a flight school offering flight instruction programs in your local area. Do this by calling your local airport and asking for the names of flight schools or by looking in the Yellow Pages under “aircraft.” You can also check the web or ask friends for recommendations. An on-base aero club may also offer flight training. The Air Force does not maintain a list of flight schools and there are no contracts with flight schools.

Once you have a list of flight schools, call each and explain to the flight school representative that the Air Force has directed you to receive introductory flight training (both ground school and up to 50 hours of flight time). Further explain that you are gathering information from local flight schools for the purpose of choosing a school for your instruction.

Flight School/Aero Club Requirements

To qualify as an IFT provider, the flight school/Aero Club must meet **ALL CRITERIA LISTED BELOW:**

1. **Syllabus or course of instruction** - Must follow a syllabus that provides appropriate training for attaining a PPC as outlined in FAR Part 61 or Part 141.
2. **Certified Flight Instructors (CFI)** must conduct all training.
3. **Payment – Flight School must be willing to accept a HQ AFROTC/DOXI government VISA account number and agree to the terms for payment listed on the IFT Agreement Form.**
4. **Insurance Minimums** Have at least \$200,000 per person/\$500,000 per incident/\$200,000 for property loss in liability insurance coverage.
5. **Insurance Must Have a Waiver of Rights of Subrogation Clause** - Each insurance policy **must** have on it a printed statement that states, “The company hereby waives any right of subrogation acquired against the United States of America.”

6. **Student May NOT Sign Any Agreements** - The flight school must **not** require the student to sign any Hold Harmless Agreement or Release of Liability Statement or any similar document. The student is **specifically prohibited** by the Air Force from signing such a document and may be removed from the program if he or she does so.
7. **Termination of IFT**- The student has the right to discontinue IFT at any time. If that occurs, the Air Force is not responsible for paying the IFT provider for any flight hours not actually logged prior to termination.

Next, select the flight school that represents the best value for the Air Force. If necessary, your supervisor can assist you in making this decision. Factors you should consider when determining best value include:

1. All above requirements have been met.
2. Distance from your residence.
3. Reputation for quality of instruction (if you have any information regarding this factor).
4. Total cost of the flight training, including ground school, 50 hours of flight time, private pilot's certificate (PPC), and *all* necessary materials you need for the course.

3) OBTAINING APPROVAL (PAN)

Obtaining AFROTC/DOXI Approval

The second step to starting IFT is obtaining a PAN (a four-digit personal authorization number). In order to obtain a PAN, the student, the student's supervisor, and the IFT provider must fill out certain forms and fax them **all at once** to COMM 334-953-5724 or DSN 493-5724. **IFT ENROLLMENT DOES NOT BEGIN UNTIL THE STUDENT RECEIVES A PAN FROM THE IFT OFFICE OR FROM THE FLIGHT SCHOOL. ANY COSTS INCURRED BEFORE RECEIVING A PAN ARE AT THE STUDENT'S EXPENSE.**

1. **AFOATS Form 131:** Needs to be jointly completed by the student and the IFT provider. Once all blocks are completed, the IFT provider, the student, and the student's supervisor must all sign the form. Ensure all required items are listed on the form. **Do not forget to include a mileage estimate and supervisor's name and phone number with area code.** To compute the mileage estimate, use this formula: |home to base| – |home to flight school|= reimbursable mileage estimate.
2. *******IFT Agreement form:** From now on, **we will only require one IFT Agreement Form per flight school**, which we will keep on file along with the insurance certificate. This form needs to be completed and signed by the IFT provider. Along with the IFT Agreement Form, the IFT provider must provide a copy of his/her insurance evidencing the requirements listed. **(Note: have the IFT provider carefully read the terms stated for insurance and billing requirements).**
3. **AETC Form 410:** The supervisor must brief the student on the risks associated with flying civilian aircraft. Once this briefing is complete, the student's commander must sign the form and check the approved box.
4. **AFROTC cadets** must provide a copy of their PMT orders signed by their detachment commander. All AFROTC cadets participating in the IFT program must be placed on Practical Military Training (PMT) orders by the cadet's AFROTC detachment. A sample of these orders is located at the end of this package. Send a copy for our files with the IFT approval package via fax or E-mail. We will not approve any purchases or flying until we receive a copy of the PMT order.
5. **ANG STUDENTS** must have already been approved to attend UPT. Then, **ANG members must submit an ANG/DPDF form 3 through HQ ANG (fax DSN: 327-5914 or 703-607-5914).**

Once all paperwork has been completed, fax the paperwork to HQ AFROTC/DOXI at DSN 493-5724 or commercial 334-953-5724. The originals **must** be sent to:

HQ AFROTC/DOXI
ATTN: IFT
551 East Maxwell Blvd.
Maxwell AFB, AL 36112-6106

If everything is correct, within two weeks HQ AFROTC/DOXI will contact the IFT provider with a personal authorization number (PAN). Not properly completing all paperwork, or not providing all paperwork, will cause a delay in the student's approval. **All paperwork must be sent together.**

4) Restrictions

In order to ensure responsible use of government resources, the following restrictions apply.

1. **PERSONAL AUTHORIZATION NUMBER (PAN): DO NOT SPEND ANY MONEY UNTIL HQ AFROTC/DOXI PROVIDES YOUR Flight School/AERO CLUB WITH YOUR PAN.**
2. **Aircraft:** The program requires that **students fly the most economical aircraft.** HQ AFROTC/DOXI may authorize a different aircraft to be flown if there are proven extenuating safety circumstances. The intent of IFT is for the student to learn the basics of powered flight and the fundamentals associated with safe aircraft operation. Advanced avionics, instruments, aerobatics, etc. will be taught during SUPT. ***Simulators or complex, expensive aircraft are neither necessary nor authorized for this training.***
3. **AFROTC candidates are NOT authorized to participate in the IFT program during the period after commissioning and prior to EAD.** If a cadet has not completed all IFT program requirements prior to commissioning, IFT must be suspended until the new lieutenant is brought onto active duty. If a cadet is unable to complete the program prior to commissioning, notify HQ AFROTC/DOXI immediately and cease all flying activities until the student enters active duty (EAD) and is approved by HQ AFROTC/DOXI to resume training. Any flying during this period will count toward IFT; however, will be at the expense of the student.
4. **Any SUPT candidate that flies more than 50 consecutive hours prior to receiving an AETC waiver to do so will be financially responsible for those hours and risks losing their SUPT assignment.**
5. The student is **prohibited** from signing ANY documents releasing the flight school from liability for negligence on the part of the flight school, its employees, agents, or subcontractors or for the condition of the flight school's premises or equipment, whether these documents are called Hold Harmless Agreements, Release of Liability Statements, or a euphemism for either of these. Failure to abide by these terms could result in the student's removal from the IFT program and removal of the student's SUPT slot.
6. **Passengers** are **prohibited for cadets** during all phases of IFT (dual or solo). The only two people permitted to be on board the aircraft are the instructor/examiner and the student. **For Active Duty**, IFT students may now ride as passengers along with other students enrolled in the IFT program.
7. **Additional flying** outside of the IFT program (solo or dual) is not authorized except on supervisor approved military orientation flights. Supervisors must contact HQ AFROTC/DOXI directly for requests for exception if the SUPT candidate's present **military** duty **requires** flights on military aircraft. Example: a qualified Air Force navigator who was selected for SUPT; due to mission requirements the supervisor determines that the navigator must still support his unit's flying mission.
8. **Temporary Duty** TDYs associated with IFT participation are neither necessary nor authorized. If a student gets "stuck out" on a cross-country for any reason (weather, mechanical problems, etc.), the student must notify HQ AFROTC/DOXI as soon as possible and may secure lodging and transportation (cost must be within reason). **ALL** receipts must be forwarded to HQ AFROTC/DOXI for reimbursement.
9. **Solo Flights** - The initial supervised solo must occur at any point during the program **prior** to obtaining 25 flight hours.
10. **Mileage** - mileage is an important consideration in receiving HQ AFROTC/DOXI approval. We pay only for the mileage in excess of your normal commute from home to the base/campus. For example, if the drive is ten miles from your apartment to the base or campus and the drive from your apartment to the flight school is 12 miles, we'll pay you for two miles (each way for a total of four miles round trip). If the distance to the flight school is the same as, or less than your commute to your base/campus, write zero in the mileage section of the AFOATS Form 131). No reimbursement will be given for those individuals flying at an on-base aero club where they are stationed. ***Only mileage accumulated during official IFT flying and/or billed instruction is reimbursable.***

5) BILLING—all e-forms are available on our website

*******NEW E-LOGBOOK and E-INVOICE*******

IFT is now requiring students to use an Excel spreadsheet format to keep track of flights. This spreadsheet will be referred to as the student's **E-logbook**. Students will be expected to E-mail their E-logbooks to IFT@maxwell.af.mil once a month to coincide with the flight school's billing cycle. **IFT will only pay for flights logged on the E-logbook; therefore make sure logbooks are kept current.** E-logbooks must match the student's original logbook exactly. **After completing IFT, students must fax in their PPC and a SIGNED copy of the E-LOGBOOK.** Failure to do so will result in delays with starting UPT. Also, a student may be asked to fax in the original logbook if any discrepancies arise.

The E-invoice should be E-mailed along with the E-logbook **once a month**. If the flight school does not have E-mail access or access to Excel, they can continue to fax the E-invoice. **Again, IFT will only pay for flights logged in the E-logbook.** The Flight School can choose any time within the month to submit the E-logbook and E-invoice. Once IFT receives the E-invoice, we will verify the charges and call with authorization to run the credit card. The flight school must then fax a copy of the receipt to IFT. **Without a faxed copy of the receipt, IFT cannot verify the charges and payment will be cancelled.**

We hope this new system of payment will reduce the amount of paperwork and confusion for everyone. Flight schools that cannot carry payment for one month should contact the IFT office. **If the flight school prefers, they can bill one time at the end of the program as opposed to billing every month.**

BILLING MADE EASY:

- 1. MAKE SURE YOU HAVE A FOUR-DIGIT PAN!!!!**
- 2. After the first month of flying, E-mail E-logbook and E-invoice (or fax the invoice) to HQ AFROTC/DOXI**
- 3. HQ AFROTC/DOXI will call the flight school with the credit card number**
- 4. The flight school will run the card for the agreed amount on the invoice**
- 5. The flight school will write the student's name on the credit card receipt. They will write, "phone order" on the signature line. Then they will FAX A COPY of the receipt to 334-953-5724.**
- 6. If HQ AFROTC/DOXI does not receive a faxed copy of the credit card receipt, payment will be cancelled.**

NOTE: All sales under this arrangement are **exempt** from **Federal** and **State** taxes. Our **tax exemption ID number is 630-297929.**

Purchase Guidelines:

- 1. Do NOT purchase anything** until HQ AFROTC/DOXI issues the student a PAN. HQ AFROTC/DOXI is not authorized to pay for insurance.
- 2. Do not buy any supplies or conduct any training until the student has received a PAN from HQ AFROTC/DOXI.**
- Headset purchases are limited to a maximum of \$150.00. **Kneeboards, flight bags, flight computers over \$30.00, and simulator time** are not purchases AF ROTC/DOXI will pay for.
- Do not purchase fuel. All per hour costs for IFT are for "wet" aircraft, *including* cross-country. HQ AFROTC/DOXI is not authorized to pay for fuel.
- Do not exceed the specified number of flying hours without HQ AFROTC/DOXI approval. **Any student that flies more than the specified number of hours prior to receiving a HQ AETC waiver to do so will be financially responsible for those hours and risks losing their SUPT assignment.**
- HQ AFROTC/DOXI is not authorized to pay for landing fees.
- All students must fly on the most economical aircraft.
- Membership - do not put an aero club membership in the student's name. It must be for HQ AFROTC/DOXI. HQ AFROTC/DOXI is not authorized to pay for personal memberships.
- Under this program the student will receive textbooks, maps, and required materials, ground school and flight instruction **not to exceed 50 consecutive hours**. Flight instruction may be

accomplished with any combination of dual (i.e., CFI-assisted) and solo hours. The flight instructor's assessment, based on each student's proficiency, will determine the appropriate combination in order to aid the student's progress through the FAA training program.

Getting Paid

It is our goal to ensure that IFT providers are paid promptly. Please contact HQ AFROTC/DOXI at (800) 522-0033, Ext. 6467/6072 or DSN 493-6467/6072 if you are having problems with prompt payment. 1

6) Obtaining the FAA Flying Class III Physical

In order to solo, you must have a FAA Flying Class III physical. Your Air Force Flying Class I physical does not constitute a FAA Flying Class III physical. We encourage you to get this physical as soon as you receive your personal authorization number. Follow these steps to schedule this physical:

1. Find a doctor in your local area qualified to conduct FAA Flying Class III physicals. These doctors are referred to as Aviation Medical Examiners (AME). Your flight school representative, supervisor or local airport officials, etc. will be able to refer you to one or more doctors.
2. Schedule an appointment.
3. You can pay in one of two ways. **1) Preferred method:** Have your flight school pay the physician's office directly and then have the flight school add the cost to their IFT invoice (and we'll pay them directly). OR you can pay for the physical, have your flight school reimburse you, and then have your flight school bill us (and we'll pay them directly). **2) Alternative method:** After your physical, pay for it and file for reimbursement on a SF 1164 (check our website)
4. If you are submitting an 1164, keep the original receipt to submit with your SF 1164. Without an original receipt, DFAS will not reimburse you!

7) Supervisor - 20-Hour Review of Student Progress

Once the student has received 20 hours of flight time, the supervisor must contact the student's CFI to review and document the student's progress. Documentation of the student's progress should be forwarded to HQ AFROTC/DOXI. If the student is having difficulties, the report should outline the problems along with the steps being taken by the CFI to correct noted weaknesses. Continue to closely monitor the student's progress. **20-Hour Reviews can be in any format and should be Emailed to IFT@maxwell.af.mil.** Please mention the following: a) The student will solo in under 25 hours b) The student will not have any problems completing IFT in under 50 hours c) The student has not done any outside flying. ANG members must cc to Clarence.mobley@ngb.af.mil.

8) Supervisor - Reporting of Mishaps/Incidents

If you have a mishap while flying in the IFT program, immediately contact your supervisor or AFROTC detachment commander and HQ AFROTC/DOXI. If you are injured in the mishap, your supervisor should then report the incident through normal safety reporting channels. IFT mishaps are not accountable to the USAF and will be investigated by appropriate civilian agencies (FAA/NTSB).

9) Completion Requirements

The IFT program has five requirements:

1. Complete up to a total of 50 consecutive hours of flying (no more).
2. Solo at least once **prior** to attaining 25 hours.
3. Earn a PPC **prior** to completing 50 hours. *Once a PPC is earned, the candidate is IFT complete. Any remaining hours after completion of the PPC is voided and all flying done afterward is at the students own expense.*
4. Active duty candidates have 90 consecutive days from HQ AFROTC/DOXI notification to complete all course completion requirements (AFROTC cadets have 180 days and **ANG/AFRC have 60**).

5. Fax a copy of your E-logbook and PPC to HQ AFROTC/DOXI upon completion of the program. ANG must ALSO fax PPC and logbook to HQ ANG (fax DSN: 327-5914 or (703) 607-5914).

10) Reimbursement using Standard Form (SF) 1164

Expenditures not covered by normal IFT billing may be reimbursed using Standard Form (SF) 1164 which can be found at <http://www.gsa.gov/forms/one.htm> or by visiting our website at <http://www.afoats.af.mil/ift>.

The **only** reimbursement claims HQ AFROTC/DOXI can pay for are:

1. FAA Flying Class III physicals. ***You must include receipt with request!***
2. Mileage incurred during official IFT flying or billed instruction.
3. PPC expenses (written and practical). ***You must include receipt with request!***

IMPORTANT: Your request will not be processed without receipts.

Due to different fund sites, mileage claims **must** be made on a separate form from physical and PPC expense claims.

IFT participants must only complete blocks 4, 6, 7, and 10 of SF 1164 and fax or mail to HQ AFROTC/DOXI upon completion of IFT. Please ensure that the address provided in block 4 is valid for at least 8 weeks after the form is submitted. If your address changes, please notify HQ AFROTC/DOXI immediately. Keep in mind, if there are any discrepancies on the SF 1164, your address and phone number are the only ways we can contact you.

11) ELIMINATIONS/WAIVERS

Elimination - Drop on Request (DOR)

If at any time the student decides to remove him or herself from the IFT program, the student must discuss the matter with both his/her supervisor or AFROTC detachment commander **and** HQ AFROTC/DOXI before doing so. The student's immediate supervisor or AFROTC detachment commander must report all DORs to the IFT office on a signed AETC Form 126A. The form can be located at <http://www.aetc.randolph.af.mil/im/aetcfrms.html>.

Supervisor-Initiated Eliminations

Supervisors or AFROTC detachment commanders may recommend an SUPT candidate for elimination from the IFT program at any time if they believe the candidate may be unsuitable for SUPT. Provide justification on AETC Form 126A and submit to HQ AFROTC/DOXI. The form can be located at <http://www.aetc.randolph.af.mil/im/aetcfrms.html>.

Flight School/Aero Club Recommendations for Student Elimination

For candidates with much flight experience, IFT may not prove to be a great challenge. Many of these candidates already have made a self-assessment about a career as a pilot. Other candidates may not have flown at all and IFT may represent a challenge to them. The challenge of IFT is still significantly less than the ones they will face at Specialized Undergraduate Pilot Training (SUPT). CFIs must carefully map out the flow of student training, tailored to the experience/abilities of each candidate to guarantee the **opportunity** to attain the PPC **prior** to 50 consecutive hours. If for any reason a CFI determines that a candidate cannot (or should not) progress to the point of earning the PPC prior to flying 50 hours, then prompt action on the FBO/Aero Club's part may be required--call HQ AFROTC/DOXI for guidance.

Waivers

Failure to complete IFT course requirements **requires** a HQ AETC waiver **before** PCSing to SUPT. You must call HQ AFROTC/DOXI to begin the waiver process if you meet any of the following criteria:

1. If you have not completed 50 consecutive hours (no more/no less) of flight training 90 consecutive days after HQ AFOATS notification to begin the enrollment process (180 days for cadets).
2. If you are unable to successfully complete your first solo prior to flying 25 hours.
3. If you are unable to successfully complete all requirements to attain your PPC prior to completing 50 consecutive hours.
4. If you have not completed all course requirements 30 days prior to your SUPT start date.

How to Contact HQ AFROTC/DOXI

E-Mail: IFT@Maxwell.af.mil

Web page: <http://www.afoats.af.mil/ift>

Voice: DSN: 493-6073 or DSN: 493-6468
Commercial: 334-953-6073 or 334-953-6468
Toll Free: 1 (800) 522-0033 Ext 6073 or 6468

Fax: DSN: 493-5724
Commercial: 334-953-5724

Mailing Address: HQ AFROT/DOXI
ATTN: IFT
551 East Maxwell Blvd
Maxwell AFB AL 36112-6106



Special Order (Det #)-(sequence #)

(Date)

The below named individuals are authorized "REPEATED" travel between (date) and (date) from Air Force ROTC Det (#), (location), to (flight school name and location), where they will participate in the Introductory Flight Training (IFT) Program. This order does not entitle them to per diem or travel reimbursement. Authority: AETC/DO IFT Implementation Message.

Name, SSN

Leno, Jay	111-22-3333
Letterman, David	444-55-6666

JOHN E. CARSON, Colonel, USAF
Commander, AFROTC Det (#)

DISTRIBUTION:

- 1 – Cadet Personnel Record Group (Unit)
- 5 – Individual
- 1 – HQ AFROTC/DOXI

IFT Provider Consent Agreement

By signing below, the _____
(Name of Flight School)

(Hereinafter "flight school") agrees to the terms and conditions set forth in the AFOATS FORM 133 and this agreement in providing training to All IFT/NIFT Students (hereinafter "student").

Additional Terms and Conditions - The flight school agrees:

1. To provide Federal Aviation Regulation Part 61 or Part 141 certified flight instruction;
2. To permit only Certified Flight Instructors to conduct training;
3. To follow a Federal Aviation Administration approved syllabus or appropriate training as outlined in FAR Part 61 or Part 141;
4. *To accept a government VISA account number as a means of payment for the initial ground school, all required books/materials/equipment necessary for course instruction, and for all flight hours actually flown (up to but not exceeding 50 hours); In Accordance with AFI 64-117, use of the government credit card for payment constitutes the agreement to bill on a 30 day billing cycle.*
5. Fly the student in the most economical aircraft;
6. **For cadets:** Not allow any passengers in the aircraft when conducting IFT training.
For Active Duty: Only allow other IFT enrolled students to fly as passengers in the aircraft while conducting IFT Training.
7. To provide liability insurance according to the following:
 - a. In accordance with the operation of aircraft in performance of this agreement or the flight checking of the student by any employees, agents, or subcontractors of the flight school, the flight school will procure and maintain at all times during the performance of services under this agreement Aircraft Public Liability Insurance against death, bodily injury, and property damage. Such insurance shall be designated to protect the persons involved from claims arising out of acts or omissions as a participant or participants in this training. This insurance shall be procured and maintained in limits of not less than \$200,000 with respect to any one person injured or killed and, subject to that limit per person, an aggregate limit of \$500,000 with respect to any number of persons injured or killed as a result of any one accident, and \$200,000 per accident with respect to property damage. Any insurance deductibles the flight school accepts as part of its insurance coverage are the sole responsibility of the flight school. Neither the Air Force nor the IFT/NIFT student will bear any responsibility or liability for insurance deductibles.
 - b. Each insurance policy evidencing this required insurance should bear the appropriate endorsement whereby the insurance carrier waives any right of subrogation acquired against the United States of America by reason of any payment under such policy.
 - c. The flight school will provide to HQ AFROTC/DOX (IFT), 551 East Maxwell Blvd, Bldg 500, Maxwell AFB, AL 36112-6106, not less than 30 days written notice before cancellation of such policy or reduction of coverage there under can be effective.
 - d. The flight school shall, prior to the start of flight instruction under this agreement, submit to HQ AFROTC/DOX (IFT) either (i) a certified copy of the insurance policy actually procured and maintained, or (ii) an insurance certificate issued by the insurer indicating coverage in conformity with this condition of this agreement.
8. NOT to require the student to sign any Hold Harmless Agreement, Release of Liability Statement, or any similar such document as a condition of providing services to the student under this agreement.
9. To notify IFT in writing when aircraft rental or instruction rates change.

The individual signing below certifies that he or she is an authorized agent or employee of the flight school with the authority to bind the flight school to the terms of the agreement.

Name of Flight School Agent: _____ Date: _____

Position held at Flight School: _____

Phone: _____ Fax: _____ E-mail address: _____

Signature: _____

PRIVACY ACT STATEMENT				
AUTHORITY: AETCI 36-2205 PURPOSE: To verify UPT enrollment. ROUTINE USES: None DISCLOSURE: Furnishing the information is voluntary. Failure to provide information may result in loss of UPT slot.				
NOTICE: This form must be faxed to HQ AFOATS prior to training. Include ALL costs that will be incurred during Introductory Flight Training				
A. STUDENT COMPLETES THIS SECTION				
STUDENT NAME (Last, First, Middle Initial)		PHONE NUMBER (Include Area Code)		SUPERVISOR (Name and Rank)
		Home:		
SSN		Work:		MILEAGE ESTIMATE (REQUIRED) Subtract the distance between your home and normal work station from the distance between your home and the Flight School. If the result is zero, enter zero.
EMAIL		Supervisor's:		
B. FLIGHT TRAINING COSTS. FLIGHT SCHOOL COMPLETES THIS SECTION				
1. FLIGHT SCHOOL (Name and address)			2. Most economical Flight School aircraft for IFT training.	
			Aircraft Type	Quantity
PHONE			EMAIL	
3. Breakdown of Training Cost. These charges represent an estimate of the highest anticipated training costs.				
Primary aircraft to be used for IFT training	a.	Cost per unit hour for this aircraft		b.
Cost per unit hour for flight instruction	c.	Cost per unit hour for ground instruction		d.
Aircraft rental cost	(Multiply Block "b" X 50 hours			e.
Instruction cost	(Multiply Block "c" X 50 hours			f.
Ground school cost	(If Part 61, enter # of hours		and multiply by Block d)	g.
Pre/post flight instruction cost	(Multiply Block "d" X 25 hours)			h.
TOTAL FLIGHT TRAINING COST	(Sum of Blocks e, f, g, h)			i.
BOOKS, MATERIAL, OTHER COSTS				
NOTE: Itemize ALL anticipated purchases such as specific books, sectionals, E6B, logbook, and any other equipment required for training. Also include any membership fees anticipated during the 90-day training (180 days for Cadets). Items not listed requires AFOATS approval prior to purchase.				
Purchase Description	Quantity	Cost Per Unit	Total Cost	
PPC Written	1		j.	
PPC Checkride	1		k.	
Headset	1		l.	
			m.	
			n.	
			o.	
			p.	
			q.	
			r.	
			s.	
			t.	
			u.	
			v.	
			w.	
TOTAL BOOKS, MATERIAL, OTHER COSTS (Sum of Blocks j thru w)			x.	
TOTAL TRAINING ESTIMATE (Sum of Block i and Block x)			y.	
COMPLETED BY				
NAME OF FLIGHT SCHOOL	POSITION HELD AT FLIGHT SCHOOL		SIGNATURE	DATE
C. STATEMENT OF UNDERSTANDING. I HAVE READ THE IFT PACKET AND UNDERSTAND MY RESPONSIBILITIES				
STUDENT'S SIGNATURE	DATE	SUPERVISOR'S SIGNATURE		DATE

HIGH-RISK ACTIVITIES WORKSHEET			DATE
I. INDIVIDUAL DATA INFORMATION <i>(To be filled in by the individual and sent to Commander)</i>			
GRADE/NAME <i>(Last, First, Middle Initial)</i>	AGE	UNIT/OFFICE SYMBOL	DUTY PHONE
LIST HIGH RISK ACTIVITIES <i>(Flying civilian aircraft, hang gliding, sky diving, parasailing, whitewater rafting, motorcycle and auto racing, scuba diving, bungee jumping, and other similar activities)</i>			
DATE OF LAST PARTICIPATION <i>(If applicable)</i>	FREQUENCY OF PARTICIPATION <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> SEASONAL <input type="checkbox"/> OCCASIONAL		
IDENTIFY PREVIOUS EXPERIENCE			
IDENTIFY SPECIALIZED TRAINING REQUIRED/COMPLETED FOR THIS ACTIVITY		LOCATION/AREA WHERE ACTIVITY WILL OCCUR <i>(i.e. business, location, name, address & phone number)</i>	
II. COMMANDER'S REVIEW AND BRIEFING SECTION			
BRIEFING INSTRUCTIONS. <i>Commanders should discuss training, experience, use of safety equipment, rules, and precautions with personnel participating in high-risk activities. This risk assessment is not intended to prohibit personnel from participating in high-risk activities, but to ensure they are familiar with the hazards and injury potential of these activities. Commanders should ensure personnel wishing to participate in high-risk activities use appropriate safety measures. If commanders determine these personnel are inadequately trained or inexperienced and (or) a threat to safety and the mission exists, they must prohibit these personnel from participating in the activity. However, the commander's role in safety does not replace the individual's responsibility. The individual must exercise sound judgment and self-discipline and not put life, limb, or the performance of his or her Air Force duties in jeopardy.</i>			
PRECONDITIONS AGREED UPON DURING BRIEFING <i>(i.e., specific location, special equipment, medical screening)</i>			
HAZARDS OF THE ACTIVITY <i>(List them)</i>			
SIGNATURE OF MEMBER			DATE
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	SIGNATURE OF COMMANDER		DATE